

CODE OF CONDUCT

PURPOSE:

All Employees are required to behave in a manner consistent with this Code of Conduct.

SCOPE:

Effective Logistics recognises that our reputation is one of our most valuable assets and is founded largely on the behaviour of the people who represent us. This Code and the associated Operating Principles applies to all directors, employees, contractors and consultants of Effective Logistics. Compliance with this Code, our policies and the law are a condition of employment and will serve to enhance our brand and reputation.

CODE

All Employees are required to:

- (a) Abide by Effective Logistics Values, uphold the Business Principles and comply with all policies and procedures;
- (b) Uphold the principles of equal opportunity and embrace the diversity in our teams;
- (c) Maintain a work environment free of unlawful discrimination, harassment and bullying;
- (d) Perform their job in a safe, responsible and effective manner;
- (e) Obey the law and comply with the regulatory requirements that applies to their job;
- (f) Respect and safeguard the property of customers, Effective Logistics and fellow Employees, suppliers and contractors;
- (g) Maintain the confidentiality of all customers, Effective Logistics or other individuals' information obtained through your work;
- (h) Perform your duties to the best of your ability, taking into account your skills, experience and qualifications;
- (i) Ensure personal business, financial and other outside interests do not conflict with, or appear to conflict with their duties;
- (j) Not give or accept gifts, prizes or hospitality that compromise or could appear to compromise themselves or Effective Logistics;
- (k) Report unethical, illegal or improper behaviour, including breaches of this Code of Conduct; and
- (l) Not condone behaviour which breaches this Code of Conduct.

VIOLATIONS

In the event of a violation of Effective Logistics' Policy, the following disciplinary action or actions at the discretion of management may occur:

- (a) Further education and training;
- (b) Counselling;
- (c) Written warning;
- (d) Final written warning;
- (e) Summary dismissal;
- (f) Any other lawful or legitimate action Effective Logistics deems appropriate under the circumstances to protect its interests and those of its employees, clients, suppliers, shareholders and any other stakeholders.

The following are examples of breaches of this Code:

- Reporting to work in such a condition that you are unfit to perform your duties properly or safely including but not limited to reporting to work under the influence of alcohol or drugs;
- Failure to report any accident or incident to your manager;
- Any deliberate or careless action that results, or may result, in the injury of a fellow worker, a customer or damage to Effective Logistics or personal property;
- Irresponsible use of fire protection or safety equipment or any plant or equipment;
- Grossly negligent, wilful and deliberate acts affecting hygiene, quality or safety;
- Failure to observe Safety Rules or working in an unsafe manner or failing to make proper use of safety equipment (where such equipment is installed and/or provided).

OPERATING PRINCIPLES

- Effective Logistics conducts its activities ethically, in accordance with the law and its regulatory obligations;
- Effective Logistics respects, considers and responds to the interests of all of its stakeholders, and engages in a way that promotes genuine trust;
- Effective Logistics takes the security of its people, property and information seriously;
- Effective Logistics values and respects human and animal rights;
- Effective Logistics respects the privacy of individuals and protects their personal information; and
- Effective Logistics’ priority is to exceed the expectations of our customers by way of delivering a valuable and compassionate experience.

SUMMARY OF KEY POINTS

This Code sets standards of behaviour expected of every Employee of Effective Logistics. A breach of this Code will lead to disciplinary action ranging from counselling to termination of employment. Furthermore, in some circumstances Effective Logistics make take legal action against you.

If you have any questions that are not specifically addressed in this Code or any of the policies referred to in this Code, please ask your Supervisor / Manager for advice.

RESPONSIBILITY:

- Managing Director for commercial arrangements
- Drivers for complying with the intent and instruction of the relevant policy and procedure.

All employees, contractors and visitors are required to be familiar with this policy and act in accordance with their responsibilities. All drivers and operational staff will be trained in the company Load Restraint Procedure on a regular basis.

As representative of its development and our mutual commitment, this policy is endorsed by:

Authorised By:

Review Date:

EffLog Operations PTY LTD Load Restraint Policy	Amend. No: 1.5/2019/01	Release Date: 28/05/2019
	Issue No: 1	Page 2 of 2

COUPLING & UNCOUPLING PROCEDURE

Purpose

Uncoupling and coupling a prime mover and semitrailer is a task which if not done correctly can lead to serious accidents, injury and vehicle damage. Follow these steps to perform the task correctly.

Audience

This document applies to all:

- EffLog Operations PTY LTD work locations.
- EffLog Operations PTY LTD personnel.
- Contractors carrying out work for the EffLog Operations PTY LTD

Uncoupling A Semi-Trailer

Step 1 - Secure the vehicle

Before uncoupling:

- Make sure your semi-trailer is parked on a level area.
- Ensure the vehicle is on a surface firm enough to support the trailer landing gear and its load.
- Make sure the prime mover and semi-trailer are in a straight line.

You will then need to:

- Apply the parking and trailer brakes.
- Ensure trailer security by giving it a 'tug test' with the prime mover to see if the trailer moves or by chocking the trailer wheels.
- Always use chocks when you have to park a semi-trailer on a grade. It is best to chock the semi-trailer's front axle in case the landing legs collapse and the rear axle(s) lifts.
- When you uncouple on soft ground, put suitably strong timber or other flat supports under the landing gear.
- Large pressure drops during a static brake check may indicate that there is a problem. Always have this checked.

Step 2 - Trailer check

1. Lower the landing gear ensuring firm and even contact with the ground.
2. Raise the trailer until a gap is visible at the fifth wheel (turntable).
3. Secure the landing gear handle.

Step 3 - Uncoupling the trailer

1. Release the turntable jaws. If the release handle cannot be moved, the jaws may be under load.
2. Take the pressure off by gently rocking the prime mover forward and back and then try to release again.
3. Move forward slowly. Release the prime mover parking brake and slowly drive forward in a straight line until the fifth wheel is just clear of the trailer skid plate, making sure the trailer stays put, using the trailer brakes if necessary.
4. Apply prime mover park brake.

Step 4 - Final check

1. Disconnect the air hoses and electrical cables from the trailer.
2. Stow hoses and cables properly on the prime mover making sure that the connectors are kept free of dust and water, and that they cannot get caught on the tail shaft.
3. Drive away slowly. Ensure the driver's door is closed whenever the vehicle is moving.

Coupling A Semi-Trailer

Step 1 - Position the vehicle

1. Reverse the prime mover into position, lined up straight in front of the trailer, stopping the prime mover with the skid plate just touching the trailer.
2. Apply the parking brake.

Step 2 - Trailer check

1. Check the trailer skid plate, kingpin, turntable jaws, airlines, leads and connections for damage.
2. Make sure the turntable jaws are open.
3. If the trailer:
 - Has a block welded to the skid plate about 30 cm behind the kingpin, make sure the top of the turntable is the type which turns and is unlocked.
 - Is without the block the turntable will need to be locked in position.
 - Make sure the top of the turntable is well greased when it is used in the locked position.

Step 3 - Securing the trailer

1. Ensure trailer is secure. Place chocks behind at least one wheel. If the trailer is equipped with spring brakes, the trailer brakes should already be on.
2. Check that the turntable and kingpin are lined up and that the prime mover will clear the trailer.
3. Check and adjust the height of the skid plate to the turntable. The height of the trailer skid plate should be slightly lower than the centre of the turntable. About five centimetres is ideal. If the trailer is too low, the prime mover chassis or edge of the turntable can hit the trailer front instead of going under. On a trailer that is too high, the turntable may not properly latch on to the kingpin, or the turntable could even pass beneath the kingpin, allowing the prime mover cab to hit the trailer.

Step 4 - Trailer check

1. Connect air hoses and electrical cables (do not forget to twist lock ring on bayonet fittings)
2. Apply the trailer brake.
3. Check brake air pressure.

Step 5 - Coupling the trailer

1. Reverse the prime mover slowly under the trailer until the turntable jaws lock around the kingpin.
2. You should hear the jaws close and lock into place.
3. Raise landing gear just clear of the ground.
4. Perform a 'tug test' to check the trailer is locked on by trying to move off in first gear with the trailer brakes on.
The prime mover should not move.
5. Repeat this check to be absolutely sure.
6. Check that the coupling release lever is in the locked position and there is no gap between the turntable and the trailer skid plate.
A visible gap between the turntable and the trailer skid plate may mean the trailer is set too high. Try lowering the trailer on the landing gear slightly and the gap should close but if it does not check for any problems.
Check that the turntable jaws are closed correctly and have locked on to the kingpin.
Make sure that the head of the pin is not sitting on top of the jaws.
7. Fully raise the landing gear and stow the handle.
Check that there is enough clearance for normal movement between the prime mover (frame and wheels) and the trailer frame.
Check also that there is enough clearance between the landing gear and the back of the truck frame to allow for turning.